

Ref No: IUHP/2021/Feb/Reg. Office/Notification/1057

Dated: 23<sup>rd</sup> February 2021

## **NOTIFICATION**

### **Fee for Academic Document Verification**

The following charges shall be applicable for issue of Provisional Certificate, Duplicate Grade Card, Duplicate Transcripts, Duplicate Degree, Additional Transcript, Verification of Certificate etc. with immediate effect:

#### **1. Provisional Certificate:**

<b>Item</b>	<b>Charges* (Rs)</b>	<b>Remarks</b>
Provisional Certificate (UG & PG)	100	per certificate

\* Courier Charges Extra

#### **2. Duplicate Grade Card/Transcripts/Degree:**

<b>Item</b>	<b>Charges* (Rs)</b>	<b>Remarks</b>
Duplicate Grade Card (UG)	200	per certificate
Duplicate Grade Card (PG)	300	per certificate
Duplicate Transcripts (UG)	500	per certificate
Duplicate Transcripts (PG)	800	per certificate
Duplicate Degree (UG)	1000	per certificate
Duplicate Degree (PG)	1200	per certificate

\* Courier Charges Extra

#### **3. Additional Transcripts of Academic Record:**

<b>Item</b>	<b>Charges* (Rs)</b>	<b>Remarks</b>
Additional Transcripts (UG)	500	per certificate
Additional Transcripts (PG)	800	per certificate

\* Courier Charges Extra

4. Verification of Academic Record:

Item	Charges* (Rs)	Remarks
Verification of Per Academic Document (UG and PG)	1000	per certificate
Copy of Verified Academic Document (UG and PG)	1000	per certificate

\* Courier Charges Extra

5. Payment:

Payment should be made through Demand Draft in favor of "The ICFAI University, Himachal Pradesh – Fee Collection A/c" payable at Baddi, Himachal Pradesh

Or

For online payment following are the bank details:

Bank Name	Bank Branch	A/C Number	IFSC Code
UCO Bank	Banjara Hills, Hyderabad - 500034, Telangana -	21420210001059	UCBA0002142

**Courier Charges:** As rate applicable by service provider for National and International courier.

For any query please communicate:

**Students Record Department (SRD)**

**The ICFAI University,**  
# 5, HIMUDA Education HUB, Kalujhanda,  
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Mr. M K. Soni

(Officiating Registrar)

